



Committee Meeting: Policy Committee	Date: January 3, 2017
Committee Chair: Kate Masiello – members present listed on page 2	
New or Edited: New	

POLICY NAME: SUNY Erie Community College Board of Trustees Orientation/Onboarding/Annual Training

POLICY TYPE: Board

SUBMITTED BY: William D. Reuter, SUNY Erie Chief Administrative & Financial Officer

ISSUE OR STATEMENT OF PURPOSE: To provide new and continuing SUNY Erie Trustees continuous professional development opportunities with respect to SUNY Erie Community College policies, procedures, financial and budgetary issues, regulatory and accreditation matters, and training in matters of fiduciary responsibility as a SUNY Community College Trustee.

CORRECTIVE ACTION PLAN RECOMMENDATION (if any): The Corrective Action Plan (CAP)

approved by the SUNY Erie Community College Board of Trustees on April 12th, 2016 recommendation 2a Board Oversight – “The Board of Trustees will conduct an annual training for new and current Board members which will include a review of the Board of Trustees Policy Manual, College budget, accreditation requirements and applicable federal, state and local laws and regulations. There will be periodic updates as necessary in order to routinely monitor implementation and compliance of the College. A report of the training materials reviewed will be provided to the Board of Trustees as an agenda item and included in the minutes”.

NEW OR EDITED POLICY: New. The Board of Trustees will conduct an orientation for all new Trustees within 30 days of appointment. Elements of this orientation are included in Exhibit A. Trustees will annually review this policy to ensure elements of Board orientation/annual training are up to date and that all Trustees are fully briefed. Additionally, Learning Opportunities for the Board’s information are included as monthly agenda items on the Board of Trustees’ monthly meetings.

DOES IT SUPERCEDE A POLICY/WHICH ONE: No prior policy exists. Some training was informally conducted with new Trustees but no formal policy currently exists.

POLICY COMMITTEE RECOMMENDED ACTION: Policy Committee recommends the Board of Trustees approve this board policy under the Report of the Chair, Ad Hoc Committee Reports, Policy Committee.

POLICY COMMITTEE MEMBERS PRESENT – Trustees Kathleen Masiello, Susan Swarts, and Neal McCallum, Trustee Tim Callan via telephone call in, Senior Vice President of Operations Mike Pietkiewicz, EVP Academic Affairs Rick Washousky, Director of Human Resources Tracey Cleveland and Chief Administrative and Financial Officer William Reuter.

DATE OF BOARD APPROVAL: January 26, 2017



POLICY NAME: SUNY Erie Board of Trustees Orientation/Onboarding/Annual Training - **Continued**

POLICY COMMITTEE TEAM FOLLOW-UP: Following Trustee Approval of Policy this policy will be included in the Board of Trustee Policy Manual.

INFORMATION/INPUT CONSIDERED DURING POLICY COMMITTEE DELIBERATIONS: As prescribed by Education Law Article 126 and Part 600 of Community College Regulations, SUNY Community College Trustees have fiduciary responsibilities in administering a community college. In order that Trustees, both new to the Board as well as current members, are kept abreast of their fiduciary roles as well as having a firm grasp on the myriad of matters that they are requested to vote upon on a monthly basis, professional development both internally and externally will facilitate them fulfilling those fiduciary and professional responsibilities. Part of that internal training will be an annual orientation/onboarding at a Trustee meeting. In addition, a comprehensive Board of Trustees orientation manual will be developed by March 31, 2017 and updated regularly. This manual will be available on-line.

This Policy has been previously reviewed and discussed at the Policy Committee meeting of December 13, 2016 and the Board of Trustees meeting December 15, 2016. At the meeting of January 3, 2017 the Policy Committee unanimously approved this Policy with edits that have been made to the above.



Exhibit A: SUNY Erie Board of Trustees Orientation/Onboarding/Annual Training

Orientation of Board Members

1. Upon appointment to the Board of Trustees, each new Trustee shall be apprised of the policy on new Board member orientation by the Board Chair.
2. Within six (6) months of appointment, each new Trustee is expected to participate in a Trustee orientation and training workshop/activity offered by (a) New York Community College Trustees, Inc., (b) American Association of Community Colleges, or (c) Association of Community College Trustees.
3. The President will coordinate a campus orientation for each new Trustee, including the Student Trustee, within two months of appointment to the Board. This orientation should include a tour of all campuses and satellite locations as appropriate.
4. An orientation manual will be available on the Trustees secured SharePoint site to the new Trustee within 30 days of appointment and will consist of:
 - a. Map of Campus
 - b. Catalogue, schedule of courses and brochures listing all classes offered.
 - c. Planning documents, such as the Strategic Plan (presently ECC Excels) and Campus Master Plan.
 - d. Description of the ECC Foundation, Auxiliary Service Corporation (ASC), and campus governance organizations/groups.
 - e. Demographic summaries of students and staff.
 - f. Organizational charts which will also be reviewed as part of the annual budget process.
 - g. Most recent accreditation report(s).
 - h. Most recent approved budget and appropriate monthly updates.
 - i. Most recent audits.
 - j. Contracts with all bargaining units.
 - k. Annual Report
 - l. Minutes of the last three months of Board meetings
 - m. Bylaws of the Board of Trustees
 - n. College Policy/Procedures Manual
 - o. Campus telephone directory, including photo directory when available
 - p. Community College Regulations
 - q. Trustee Directory
 - r. Style Guide



Exhibit A: SUNY Erie BOT Orientation/Onboarding/Annual Training - continued

5. An in person orientation which shall include sessions with the President, the Board Chair, and with representatives of the College. During the orientation sessions, the following topics shall be addressed:
 - a. Trustee roles and responsibilities
 - b. Policy Making/Administration
 - c. Board President and Staff relations
 - d. Communication procedures
 - e. Resources for Trustee education
 - f. Personnel and collective bargaining
 - g. SUNY Legislative and Government Relations
 - h. Open Meetings Laws
 - i. Board structure and organization
 - j. Reimbursement of Trustee expenses incurred in connection with their official capacity as a SUNY Community College Trustee
 - k. Board protocol, norms and ethics and standards of conduct
 - l. Legal and fiscal responsibilities